SharpSchool
helping schools succeed

User Guide

Chapter 6

Teacher Pages

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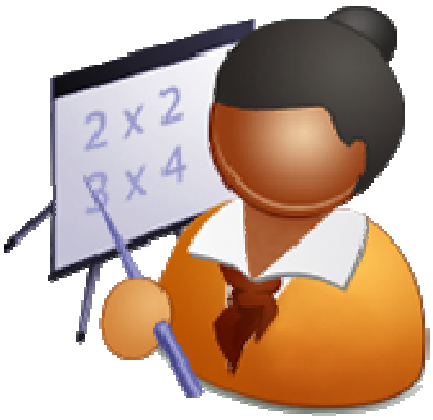
Introduction



Teacher Pages are an essential component to school and district websites. Teacher Pages make it possible for individual teachers to share information and resources with students, fellow staff members, parents and the community at large. SharpSchool's Teacher Page Wizard provides teachers with an easy way to publish and manage their pages. Some of the benefits of SharpSchool's Teacher Page Wizard include:

1) **Communication with Students**: a teacher's page often becomes a one-stop reference point for students. With SharpSchool's Teacher Page Wizard, teachers can post homework, assignments, dates and additional study material, as well as publish last minute announcements.
2) **Communication with Parents**: teacher pages allow parents to become involved in the education of their children. Teachers can create a variety of methods of communication with parents, such as subscription based discussion forums, online surveys and newsletters.
3) **Resource Sharing**: teachers spend a tremendous amount of time gathering resources and by incorporating SharpSchool's Document Container and Useful Links page, can effectively share their findings.
4) **Features:** SharpSchool's Teacher Page Wizard saves time and effort by automatically filling out important feature pages such as Announcements, Photo Gallery, Calendar, Document Containers, Useful Links and a Contact Me page.

Tips for Teacher Pages

Here are some tips to enhance your teacher page.

1. Attractive Homepage

Use the WYSIWYG Editor to create attractive and inviting homepages with customizations.

2. Teacher Bio

Use this section to let visitors know more about your education, training, volunteer experience and other accomplishments.

3. Contact information

Visitors to the site should be able to contact the teachers.

4. Multimedia

Give your teacher page personality by including pictures, videos and colorful text.

5. Dynamic Blogs

Use SharpSchool to create and maintain your own Blogs. Increase participation by allowing comments and RSS feeds.

6. Galleries

Invite parents and community members into your classroom with a Photo Gallery.

7. Share Resources

Simplify sharing by uploading documents, forms and help sheets for students into SharpSchool's Document Containers.

8. Useful Links

Instead of creating cumbersome documents, simply include links to relevant sites for your students to browse

9. Calendar

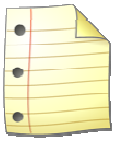
Give students and parents time to prepare for tests and assignments by posting them on SharpSchool's Calendar.

10. Achievement Wall

Showcase your class's achievements by including pages such as "Student of the Week"

Teacher Page Pitfalls

The previous section went into some detail on how to enhance a teacher page. This section highlights some of the common ways that teacher pages can be misused.



Avoid Clutter

Do not add all subpages on one main page. This causes confusion for the users as they can easily lose track of pages of the navigation bar if too many titles are listed.

Separate & Categorize

Avoid putting large amounts of information on a single page. Readers often lose interest if they have to scroll through large pages of content. This issue can easily be avoided by categorizing large amounts of information and separating them into individual pages. You can simply include links to other areas of your teacher page to ensure a friendlier flow of reading.

Meet & Greet

Do not assume your visitors know who you are and what you do; therefore, include a clear introduction section.

Maintain you Image

Avoid uploading low resolution images (unclear photos) as this will negatively affect the overall look of your page.

Key Information

In order to create a Teacher Page, the teacher must first log into their sites using their Username and Password.

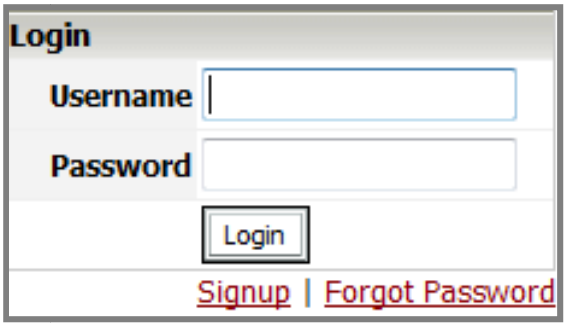


Figure 1: Login Page

1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.
2) If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

I. How to add a Teacher Page

Reminder: The gray navigation bar on the top of the page is specific to the page you are viewing.

1) Select the **Staff Directory** page on your website and select the relevant department.

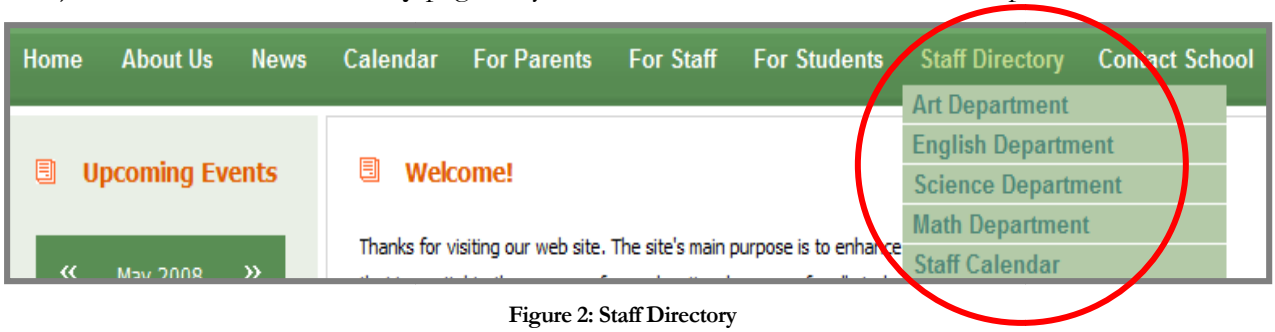


Figure 2: Staff Directory

2) Hover the mouse over **Page Properties** and scroll down to **Add New Page**. Now click on **Teacher Page**.

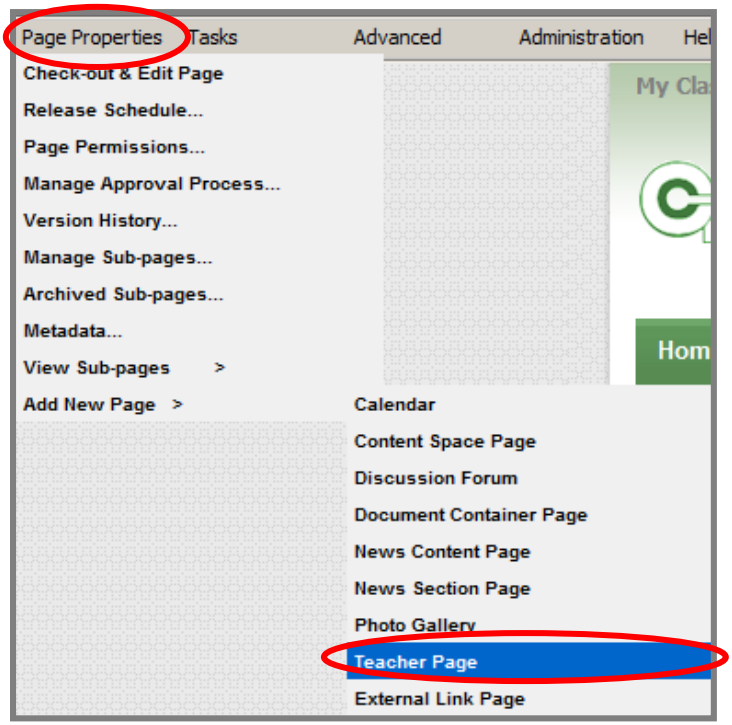


Figure 3: Add a Teacher Page

3) The following page will prompt you to name the Teacher Page. After naming the page click on **Create Page**.

Figure 4: Name Teacher Page

Tip: Teachers with multiple classes may chose to create individual pages for each class or create subpages for each class from your teacher page.

II. How to Edit Teacher Page

After you have created a teacher page you will be taken to SharpSchool's WYSIWYG (What You See Is What You Get) Editor. This editor has been designed to give teachers without technical experience the ability to create and maintain their own web pages. A detailed description of all features available in the editor has been included in *Table 1: SharpSchool WYSIWYG Editor*. Now you can now begin creating your unique teacher page!

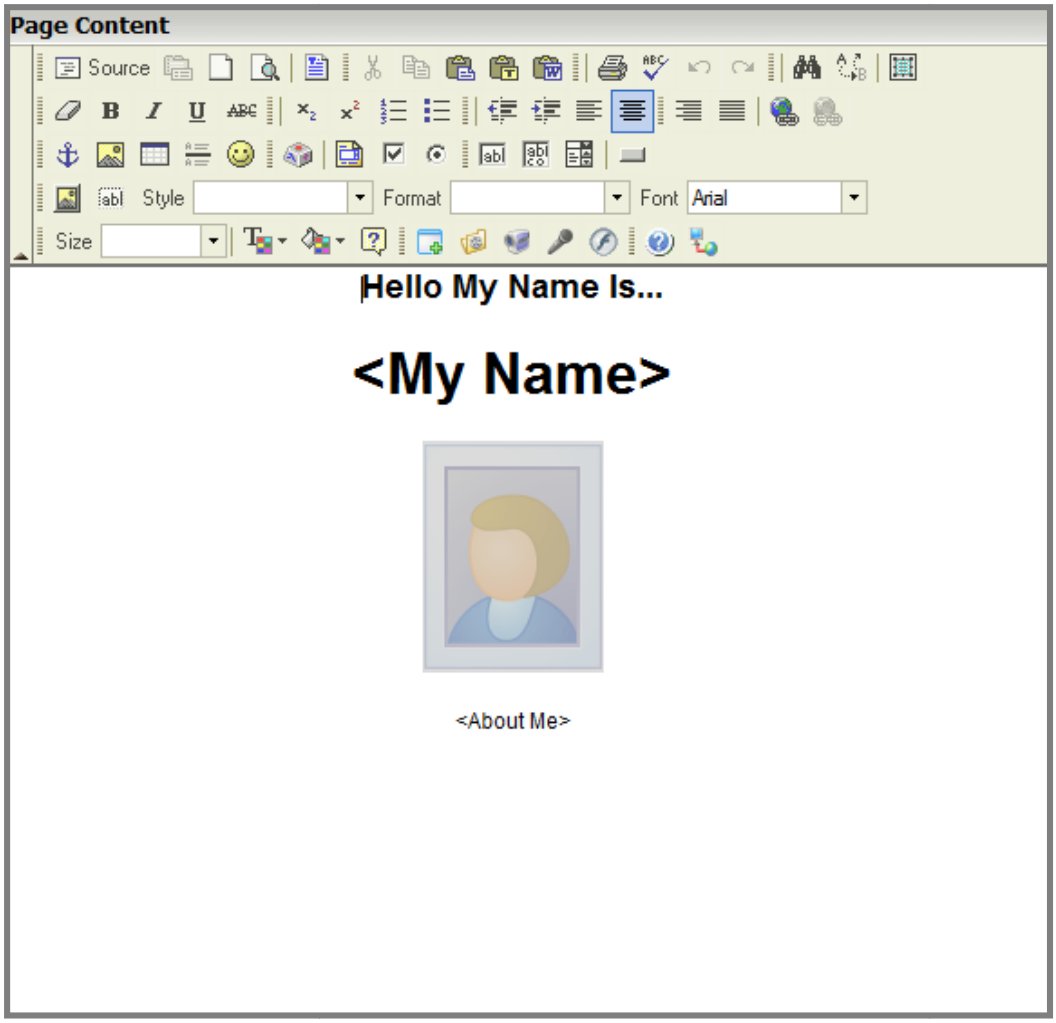


Figure 5: Edit a Teacher Page

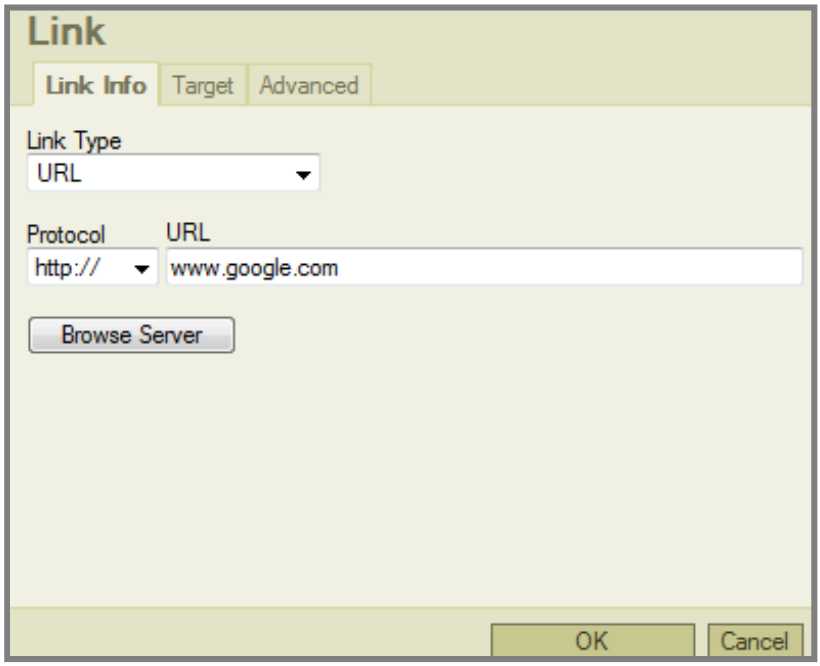
Note: a pre-packaged list of subpages is available on the left navigation bar of the teacher page. This is SharpSchool's Teacher Package that includes Announcements, Photo Gallery, Classroom Calendar, Document Container, Useful Links, and a Contact Me page. From this area, teachers may easily add more pages to their site.

SharpSchool's WYSIWYG Editor

Some of these features may not be available based on administrator settings of your organization.

Feature	Description
	Source - The Editor allows technical and non-technical users to create their pages. For technical users, simply clicking on the **Source** option will instantly convert the page into HTML code. Clicking on **Source** again will revert back to the simplified WYSIWYG interface.
	Preview – This option allows you to preview a page before you publish it. Note: this feature opens the preview window as a pop-up; make sure your pop-up blocker is set to allow pop-ups from SharpSchool.
	Template: The Templates button allows you to use preexisting content templates in your content box.
	Cut: this function will allow you to quickly cut and move text. Highlight the chosen text in the content box before using this button.
	Copy: this function will allow you to copy and duplicate text. Highlight the desired text in the content box before using this button.
	Paste: this function allows you to paste cut or copied text in a different area of the content box.
	Paste as Plain Text: this option pastes text; however it removes all formatting (coding) from the copied text.
	Paste from Word: this option allows you to paste text copied from Microsoft Word while preserving the original formatting.
	Print: this option prints the entire contents of your page.
	Spell Checker: this option runs a spell check on your page and notifies you of any errors.
	Undo: this option allows you to undo your last action on a page.
	Redo: this option allows you to redo an action that was last committed on your page
	Find: This tool searches the content area for specified text, chosen by the user.

	Replace: This button allows the user to select a specified text and use it to replace a separate specified text from the content area. For example, a teacher can have this tool find every instance of the word "Left" and with one click, change it to the word "Right."
	Select All: this tool selects all the contents in the content box.
	Eraser: this tool removes the formatting from selected text.
	Bold: this option allows you to **BOLD** text in your content box.
	Italicize: this option allows you to *Italicize* text in your content box.
	Underline: this option allows you to underline text in your content box.
	Strikethrough: this option allows you to ~~cross out~~ (cross out) selected text.
	Subscript: this option allows you to convert text into a subscript of other text.
	Superscript: this option allows you to convert text into a superscript of other text.
	Bullets: this tool allows you to create bulleted lists.
	Numbered: this tool allows you to create numbered lists.
	Increase Indents: this option allows you to increase indents (tabs) in your paragraphs.
	Decrease Indents: this option allows you to decrease indents in your paragraphs.
	Left Align: this tool aligns your text to the left
	Center Align: this tool center aligns your text
	Right Align: this tool aligns your text to the right
	Justify: this tool equalizes your text to give it a clean, streamlined look with equal space on all sides.
	Hyperlink: this tool allows you to link selected text to another website or document.

	1) To include a hyperlink first highlight the text or area you want hyperlinked. 2) Click on icon. 3) Select the Link Type, Protocol and include the hyperlink information in the URL and click on **OK** 4) This will publish the hyperlink. 
	Remove Link: this tool allows you to remove a hyperlink from a text.
	Anchor: this tool creates an anchor where the cursor is. An anchor places a stable reference point on the page, and allows the user to create hyperlinks to reference (or target) these anchors.
	Inserts Image: this tool allows you to insert an image in the content box. 1) To insert an image, click on the icon. This opens an **Image Properties** box (see next page) where you have the ability to include the URL of an image or of selecting one from the Server. To include an image from the Server, click on Browse Server.

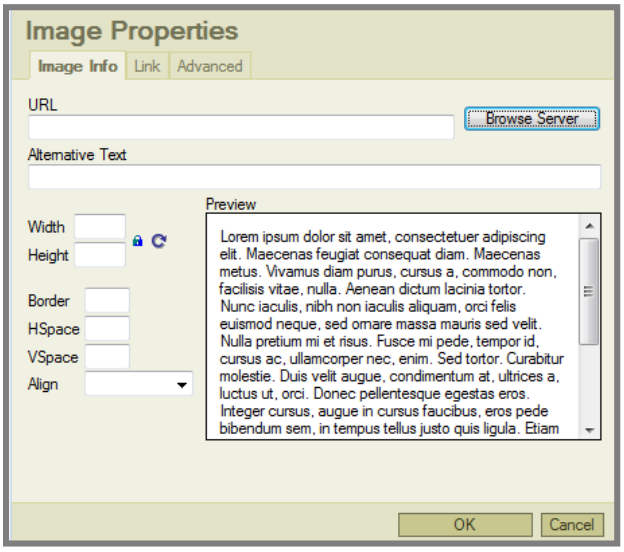
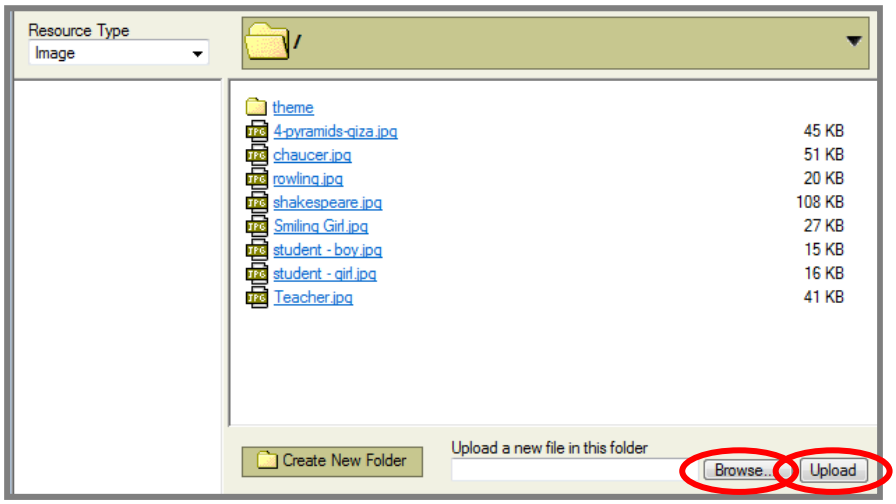


Image Properties
Image Info
Link
Advanced
URL
Browse Server
Alternative Text
Preview
Width
Height
Border
HSpace
VSpace
Align
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam
OK
Cancel

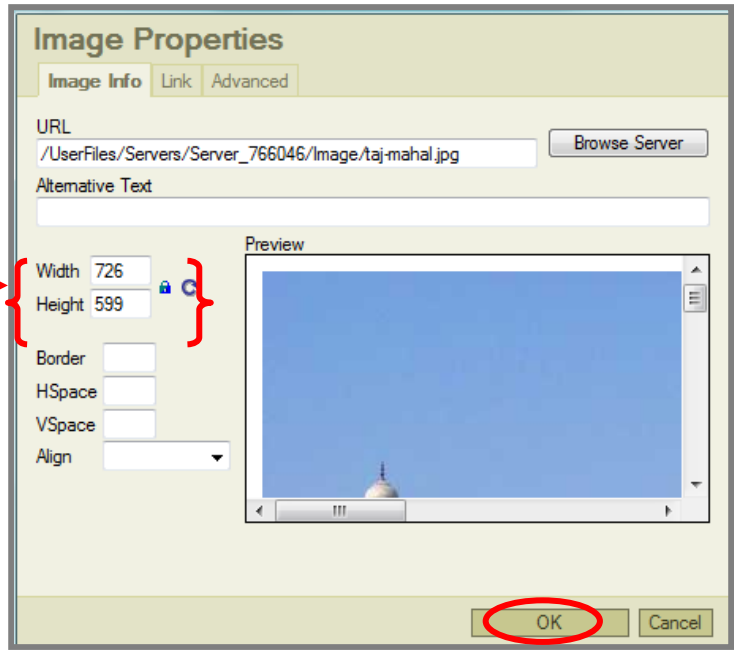
2) This opens a new window where you may select an image from the online image library. If you wish to select an image from your computer, click on **Browse**. Select the image and click on **Upload.**



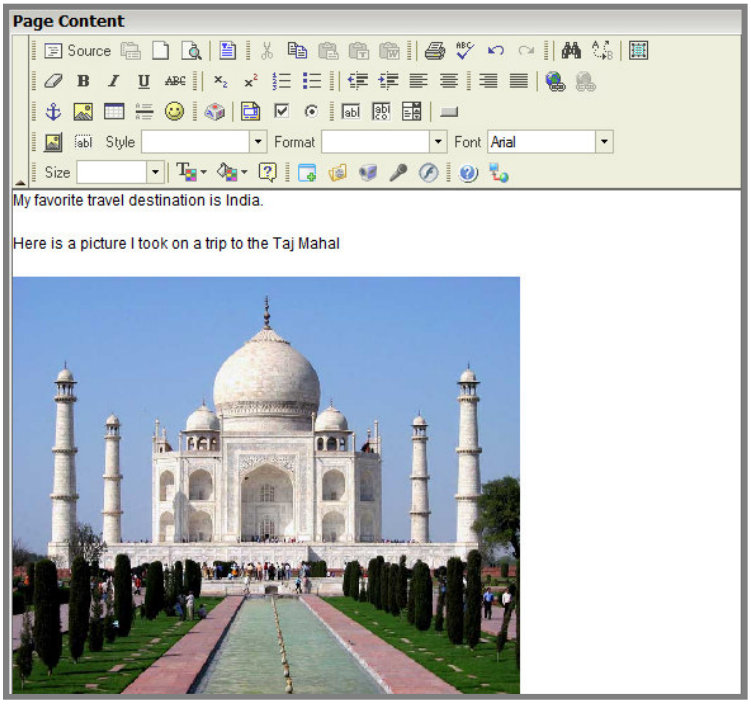
3) Once the image is uploaded, simply click on it to insert it.

4) You will return to the Image Properties box from where you can customize the size of the image, border etc. Click on **OK** when completed.

Customize the Width and Height of images here.



5) Published image



6) To resize an image: either click on the image and drag it to the size require or right click on the image and click on **Image Properties**.

	Insert Table: this tool allows you to insert tables in your content box. A popup menu will appear prompting you to select the dimensions of your table.
	Horizontal Line: this option inserts a horizontal line on the page.
	Insert Smiley: SharpSchool's Editor features a Smiley's component to add a cheer to your pages.
	Character Map: Allows you to insert symbols (from a pre-defined list) into the content area.
	Universal Keyboard: this tool opens the universal keyboard in another window allowing you to type in different languages.
	Insert Form: this tool allows you to import a preexisting form and insert it into your page.
	Insert Checkbox: this tool allows you to include a checkbox for forms
	Insert Radio Button: this tool allows you to include a radio button for forms
	Insert Textbox: this tool allows you to include a text box for forms
	Insert Text Area: this tool allows you to include a text area for forms
	Insert Dropdown: this tool allows you to include a dropdown menu for forms

	Insert Button: this tool allows you to include a insert button
	Insert Button with an Image: this tool allows you to insert a button with its own image
	Insert a hidden field: this tool allows you to insert a hidden field into the content area.
	Style: this option allows you to customize the Style of text on your page.
	Format: this option allows you to customize the Format of text on your page.
	Font: this option allows you to customize the Font of text on your page.
	Size: this option allows you to customize the Size of the text on your page.
	Text Color: this option allows you to change the color of text on your page.
	Background Color: this option allows you to change the background color of text of your page.
	About: this function can be used to ask for context sensitive help and information.
	Insert Formula: this option allows you to insert a formula to calculate values.
	Insert Video: this tool allows you to insert embedded videos on your page
	Insert Recorder: this tool allows you to record a video from a webcam and publish it on your page.
	Insert Flash: this tool allows you to insert Flash videos on your page.

Table 1: SharpSchool WYSIWYG Editor

Publish a Teacher Page

Once content is added to the page, there are three options available:

1) **Save:** selecting Save will save all of the changes but will not publish them live on your site. You may return to this page at a later date to complete it.
2) **Publish:** by selecting Publish, the changes are instantly made live.
3) **Cancel:** Cancel will not save any changes.

Note: To Edit a published page, simply return to the Page Properties menu and click on **Check Out & Edit Page.**

Page Administration (*Figure 6: Publish a Teacher Page*) lists important information, such as:

Page Owner: in organizations where more than one individual is responsible for maintaining different pages on a site, this feature is useful when tasks need to be distributed. For the Teacher Page component, only the respective teacher will be a page owner.

Last Modified: identifies the date in which the page was last updated.

Follow-up Tasks: features two options, **Review** and **Archive**. Under the **Review** option, you have the ability to schedule a reminder to review a particular page on a pre-defined date. On this date, SharpSchool's system will trigger an email to you, the page owner, to update the page. Likewise, the **Archive** option automatically archives the page on a selected date.

Finally the **Approval Notes** section is where a page owner can include review notes for the individual assigned to approve the page before it goes live. Many organizations set approval workflows on pages in order to ensure the quality and standard of the content that is published on their public site.

Figure 6: Publish a Teacher Page

III. Photo Gallery

SharpSchool's Photo Gallery allows you to create multiple albums with dynamic features such as the ability to view pictures as slideshows, or allowing for moderated commenting.

Tip: use the online Photo Gallery to invite parents into your classroom by showcasing projects and creative work.

To access the **Photo Gallery** assigned to your teacher page:

1) Click on the **Photo Gallery** link from on the left navigation bar of your teacher page. This will lead you to a blank gallery page. Here click on **Add Album.**

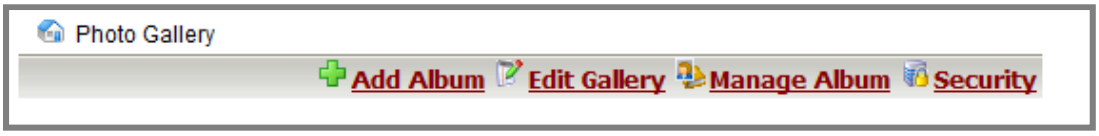


Figure 7: Photo Gallery - Add an Album

2) The following window will prompt you to include a Name and Description for your Album.
3) Selecting the Random Picture from Album option means that the system will pick any image from your album as the **Cover Picture**.
4) The second option available is to directly select an image of your choice to be the **Cover Picture**. By clicking Browse... you can select an image from your computer or server to upload as the cover picture.
5) Click **Create**.

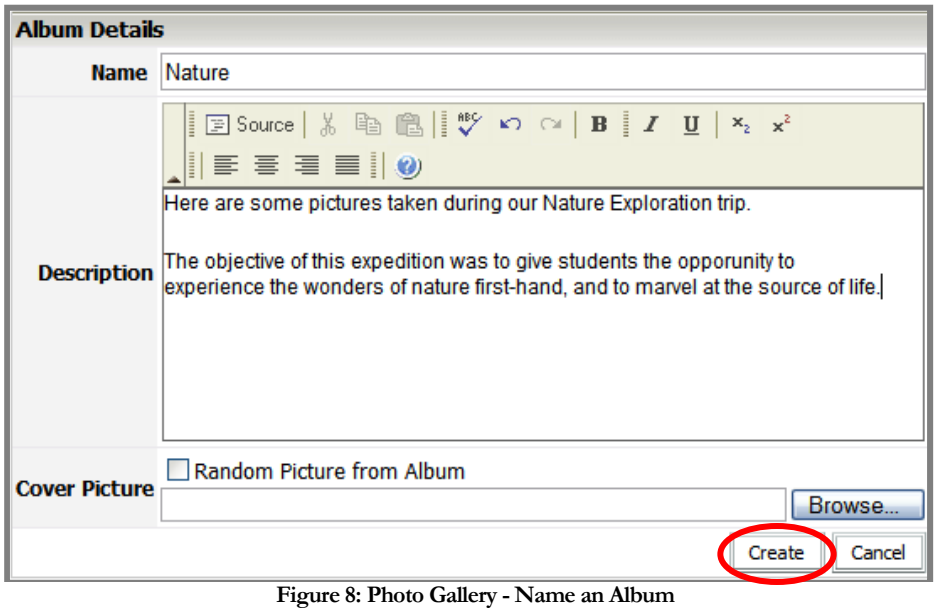

Album Details
Name
Nature
Source
Description
Here are some pictures taken during our Nature Exploration trip.
The objective of this expedition was to give students the opporunity to experience the wonders of nature first-hand, and to marvel at the source of life.
Cover Picture
Random Picture from Album
Browse...
Create
Cancel

Figure 8: Photo Gallery - Name an Album

6) An empty album will show the message "No Images in this Album". To add images, click on **Add Image**

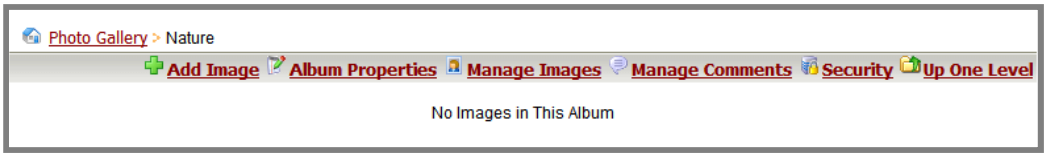


Figure 9: Photo Gallery - Add Images to an Album

7) This will lead to page that will allow you to upload images from your server or computer. To upload an image click on **Browse**, select the image you desire, click OPEN, and Click on **Upload Image(s)** to publish them into your online album.

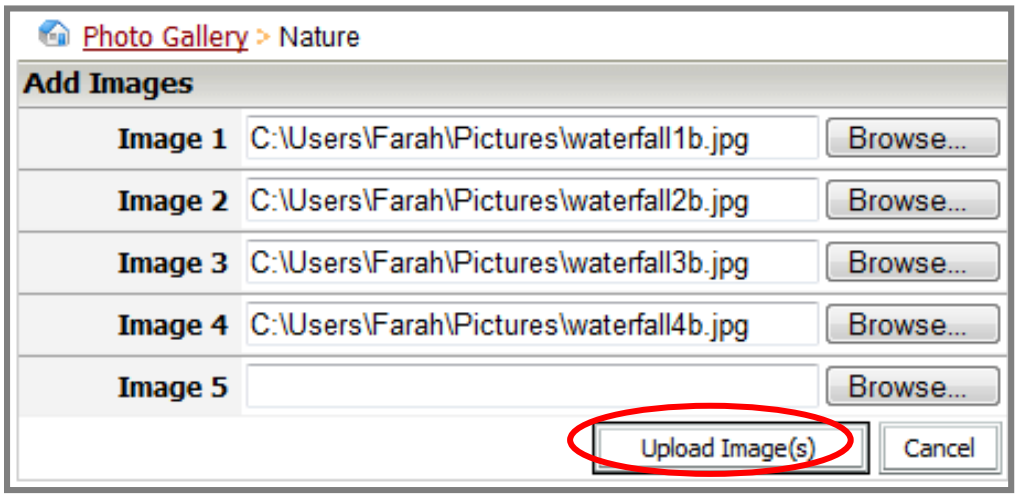


Figure 10: Photo Gallery - Upload Images into an Album

8) The resulting screen is an administrative view into the Photo Album. From this point on, you have the ability to change the name of images, alter their properties such as thumbnail sizes and delete images.

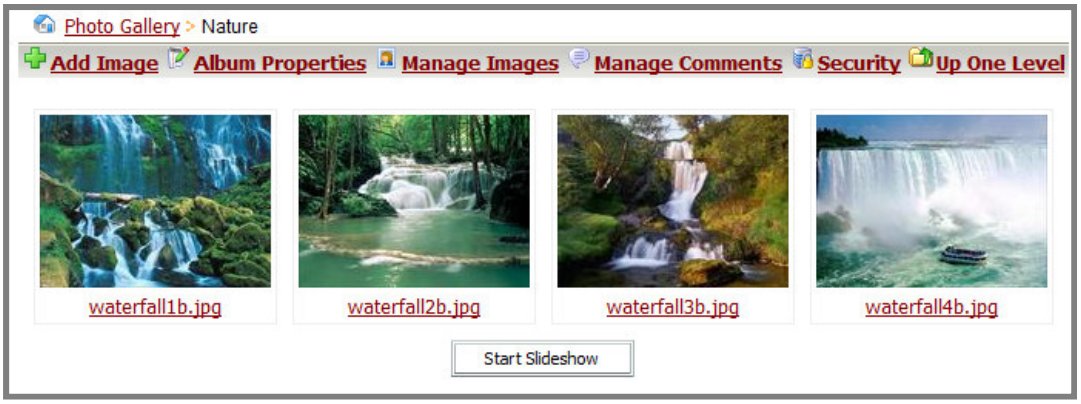


Figure 11: Photo Gallery - A Published Album

9) Uploading images from a computer or digital camera often names files in codes with file extensions at the end. (e.g. DSC-1001019A-200805.**jpg**) To rename images simply click on **Manage Images** and you will be taken to the view in *Figure 12: Photo Gallery – Manage Images*

Here, click on the picture you wish to rename.

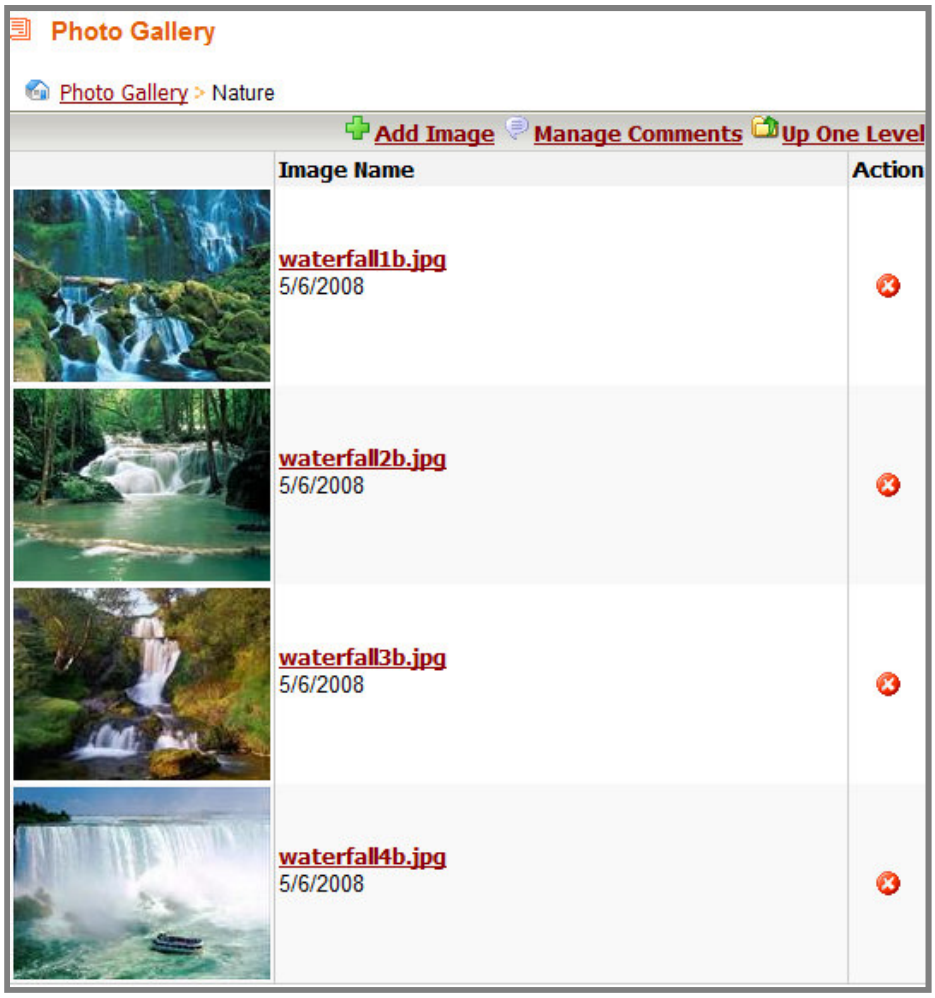


Figure 12: Photo Gallery - Manage Images

10) The following box will give you the ability to rename the image as well as to include a description of it in the gallery. Click on **Update** and the new image name will be updated in the album.

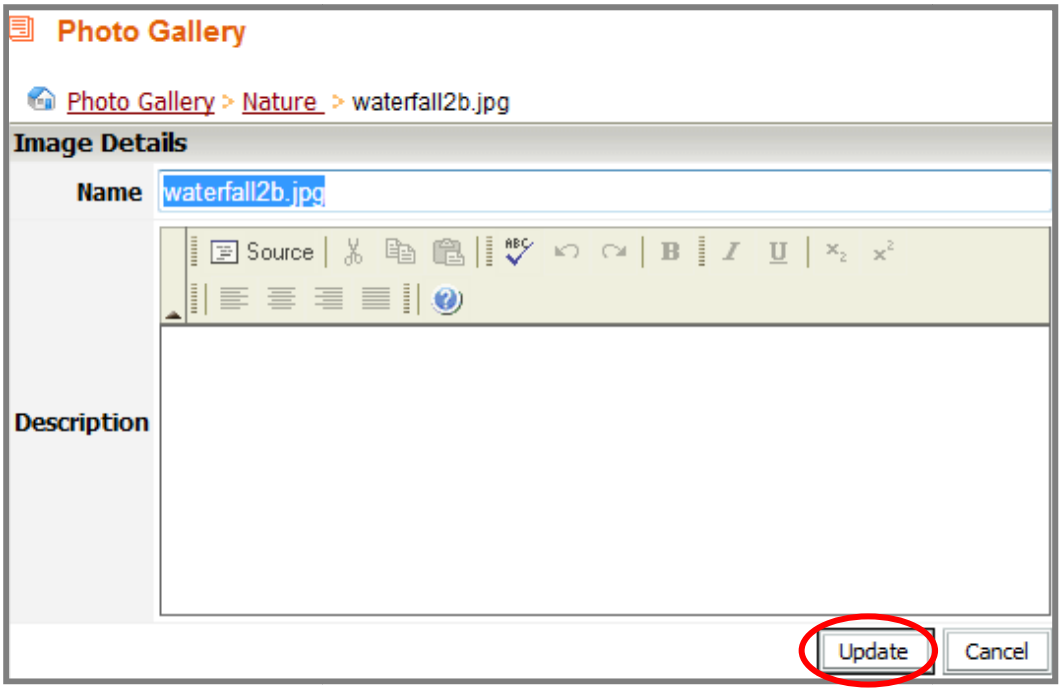


Figure 13: Photo Gallery - Rename Image

To delete an image simply click on **Manage Images** and you will be taken to the view in *Figure 12: Photo Gallery – Manage Images*. Click on the icon and click OK in the pop-up window:

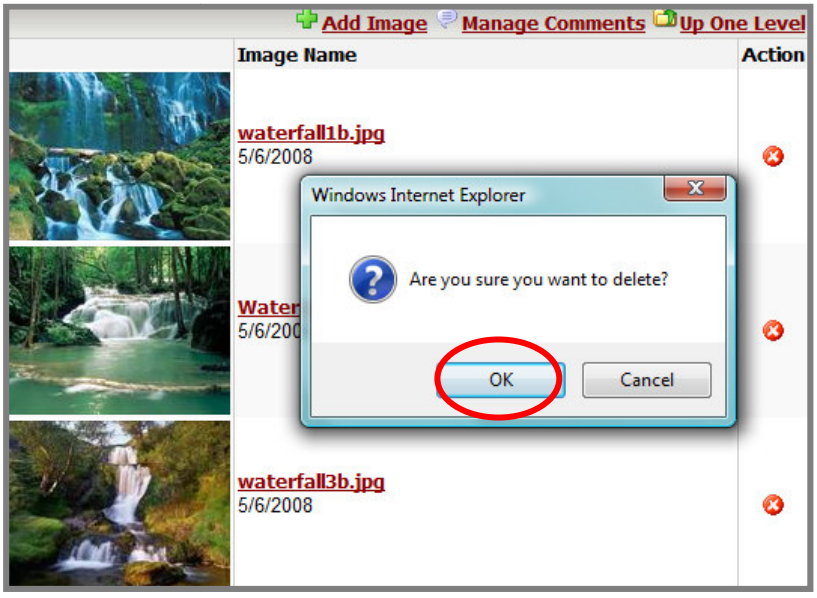


Figure 14: Photo Gallery - Delete an Image

Customize an Album

1) To customize an album, go to the **Photo Gallery Page** and select the album you wish to customize

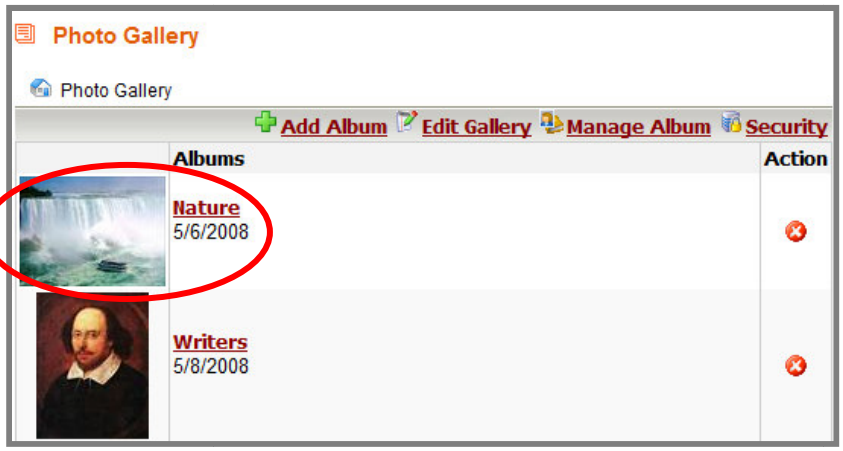


Figure 15: Photo Gallery - Customize an Album

Note: In this view you have the ability to delete an album by simply clicking on the corresponding icon

2) Click on **Album Properties**.

Figure 16: Photo Gallery - Album Properties

3) The resulting window includes various customization options such as those shown below:

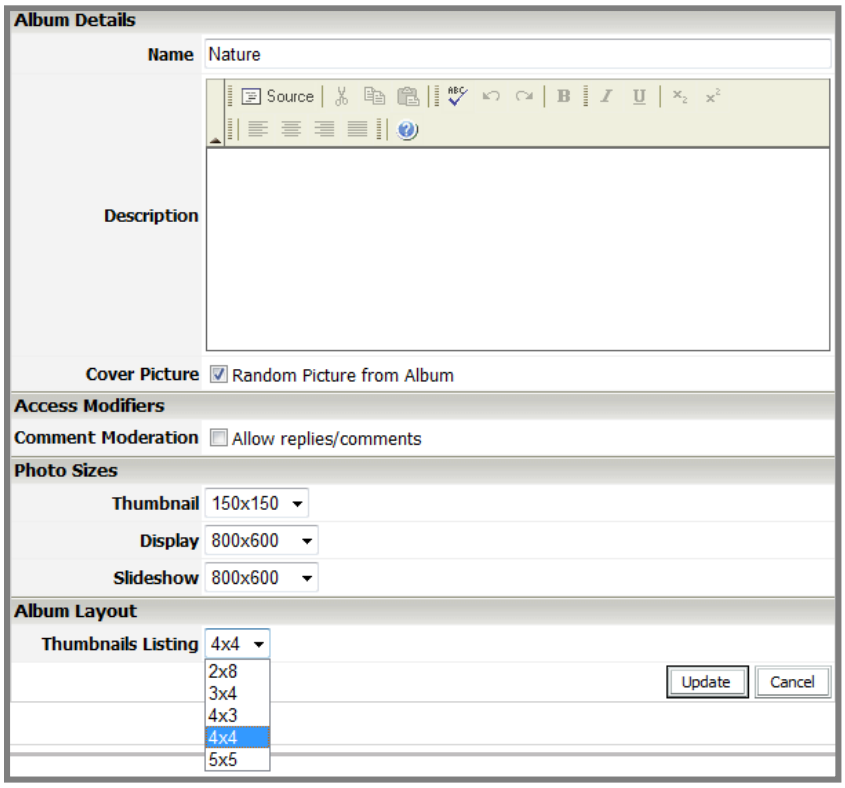
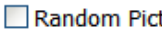


Figure 17: Photo Gallery - Edit an Album

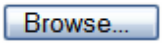
a) **Name:** You can rename an album here.

b) **Description:** You can include a description of an album. Note: there is a simplified version of the WYSIWYG editor included here.

c) **Cover Picture:** you can change the cover picture by selecting the



option and selecting an image of your choice by clicking



(Refer to Figure 8: Photo Gallery – Name an Album)

d) **Comment Moderation:** you can allow visitors to post comments under pictures by selecting this option.

e) **Thumbnail:** this option allows you to customize the resolution of thumbnails in the album

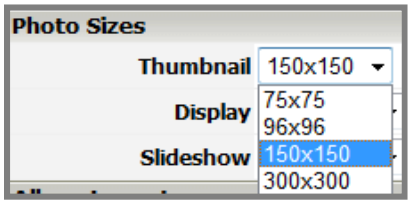


Figure 18: Photo Gallery - Edit Thumbnail

f) **Display:** this option allows you to customize the resolution of individual images.

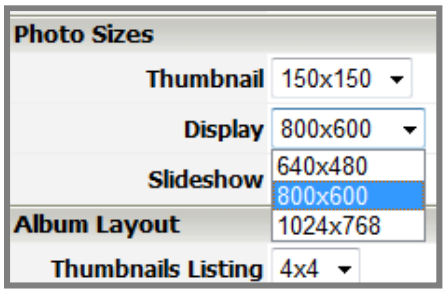


Figure 19: Photo Gallery - Edit Display

g) **Slideshow:** this option allows you to customize the resolution of images when viewed as a slideshow

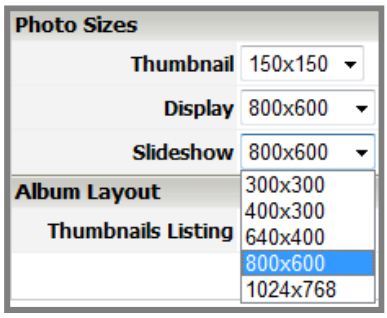


Figure 20: Photo Gallery - Edit Slideshow

h) **Thumbnail Listing:** this option allows you to customize the order in which thumbnails are listed on the album page (*Figure 21: Photo Gallery – Edit Thumbnail Listing*)

4) Once all the customizations are complete, click on **Update.**

Figure 21: Photo Gallery - Edit Thumbnail Listing

IV. Classroom Calendar

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish other important dates such as school events.

To access the calendar assigned to your teacher page click on the **Calendar** link from the left navigation bar of your teacher page. This will lead you to a blank calendar page. For more information on how to navigate the SharpSchool Calendar, refer to **Chapter 5: Calendar.**

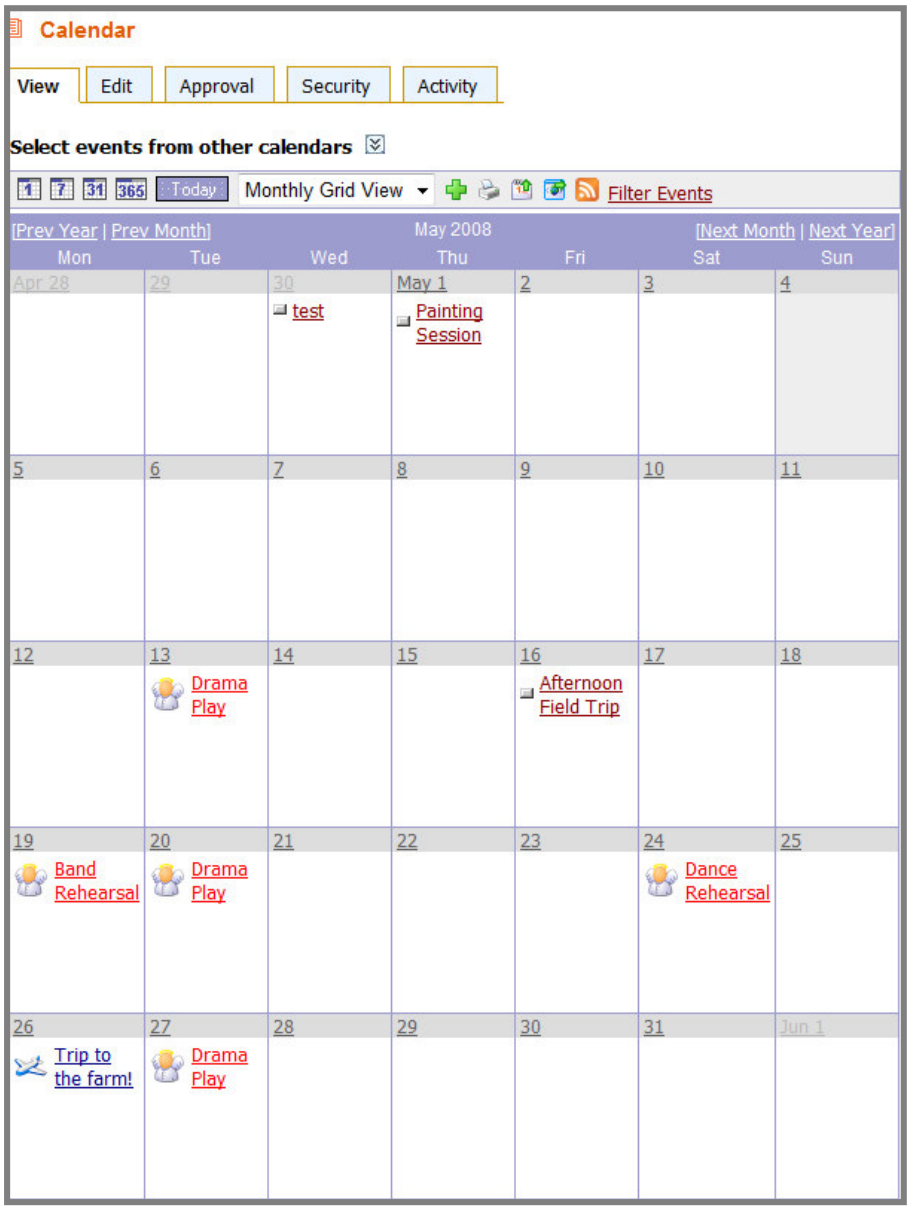


Figure 22: Calendar

V. Contact Me

The Contact Me page allows visitors to your site to contact you via email.

To access the **Contact Me** page assigned to your teacher page:

1) Click on the **Contact Me** link from the left navigation bar of your teacher page.
2) This page contains a simple form with fields for Full Name, Class (if applicable), Email Address and Questions/Concerns.
3) Once users have completed this form and click on **Submit** the information in the form is sent to the owner, i.e. the teacher, of the email address.

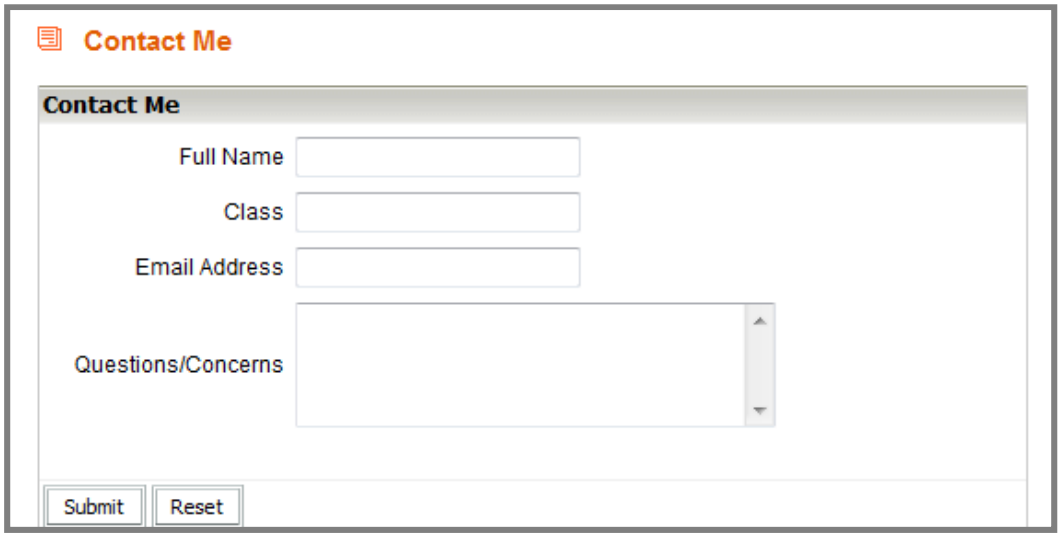


Figure 23: Contact Me

VI. Announcements (News Engine)

SharpSchool's **News Engine** is a powerful tool that displays announcements and news information in convenient summaries right on the teacher homepage. Students, parents and visitors alike will always be up-to-date on the happenings of your classroom.

Tips: The News Engine can be used for many tasks, such as:

1) Tests and Homework Announcements
2) Exciting news and information
3) School News

The News Engine is available on the right side of the teacher page (refer to *Figure 28: News Engine – Teacher Page*)

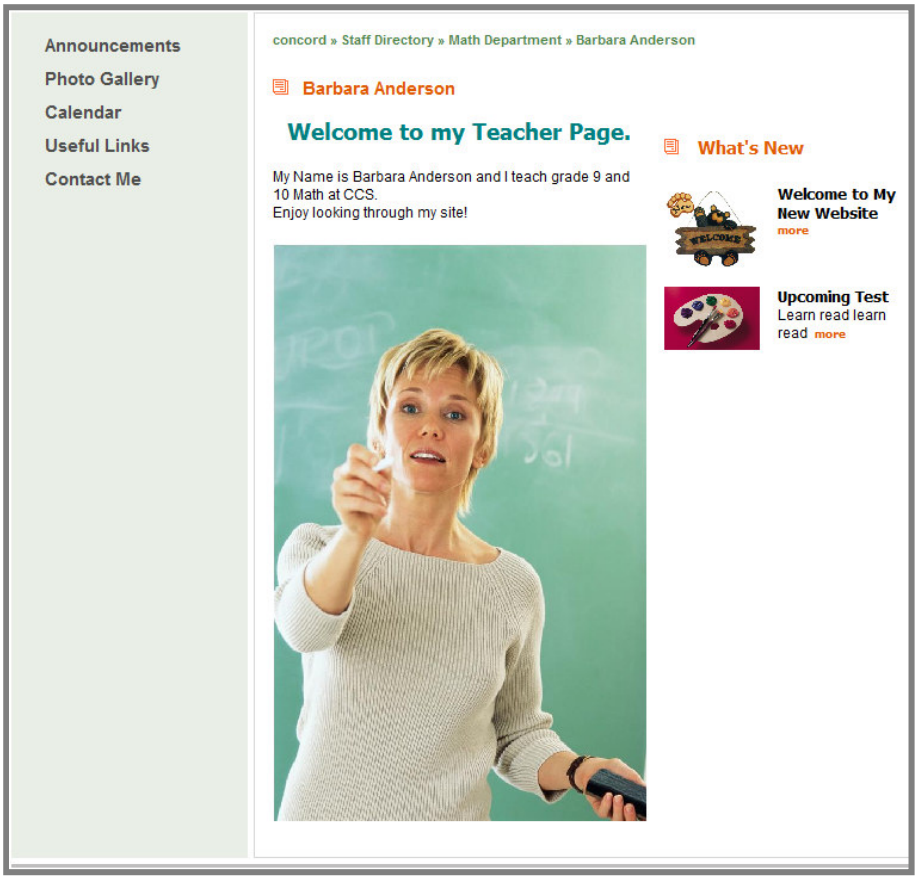

Announcements
Photo Gallery
Calendar
Useful Links
Contact Me
concord » Staff Directory » Math Department » Barbara Anderson
Barbara Anderson
Welcome to my Teacher Page.
My Name is Barbara Anderson and I teach grade 9 and 10 Math at CCS.
Enjoy looking through my site!
What's New
Welcome to My New Website
more
Upcoming Test
Learn read learn read more

Figure 24: News Engine - Home Page

To access the **News Engine** page assigned to your teacher page:

1) Click on the **Announcements** link from the left navigation bar of your teacher page. This will lead you to the main **Announcements** page with links to the stories.

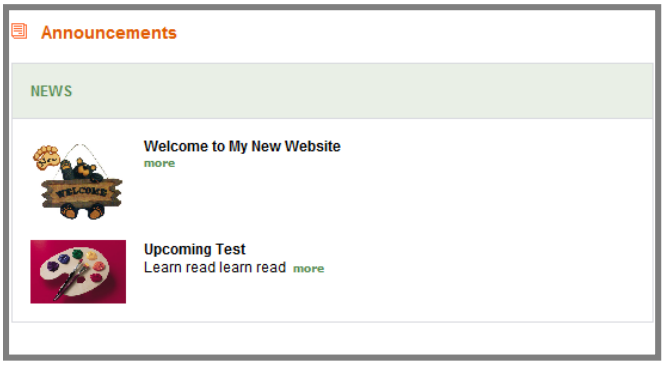


Figure 25: News Engine - Announcements Page

2) To add a new announcement, hover the mouse over **Page Properties**, move the mouse down to **Add New Page** and select **News Content Page**

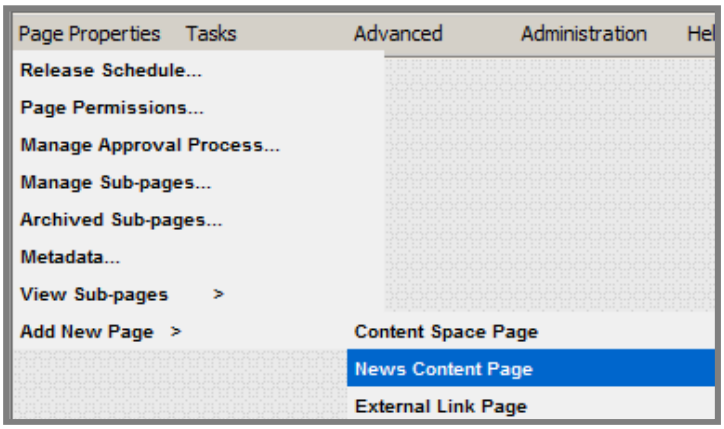


Figure 26: News Engine - Add an Announcement

3) Name the announcement and click **Create Page**

Figure 27: News Engine - Name an Announcement

4) The following screen is a blank **Announcement Page**. To add content, hover the mouse over to the gray tool bar, go to **Advance** and click on **Switch to Design Mode**

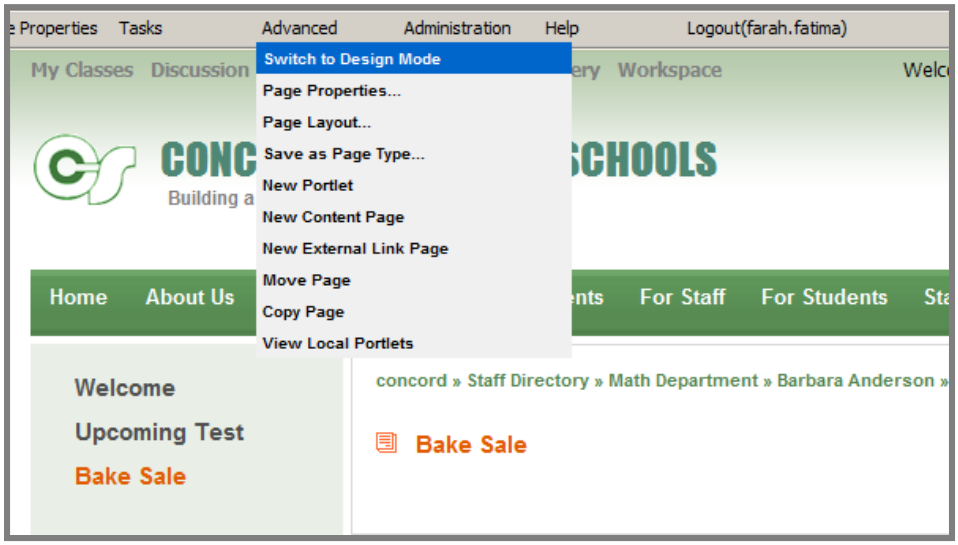


Figure 28: News Engine - Design an Announcement

5) After switching to **Design Mode** select Edit in the content area

6) Include information about your news in following window. Fields of information available are:

   a. **Title:** name the announcement here

   b. **Category:** you can categorize news items

   c. **Featured Image:** you can upload an image to be associated with the news item. This image will be displayed in the news area on the teacher homepage and the Announcements page

   d. **Profile Name:** simply include the name of the event or the event host

   e. **Summary:** this information is seen available on the teacher homepage and the Announcements page

   f. **Published Date:** include the date on which this news is being published

   g. **Body:** Include a description of the news.

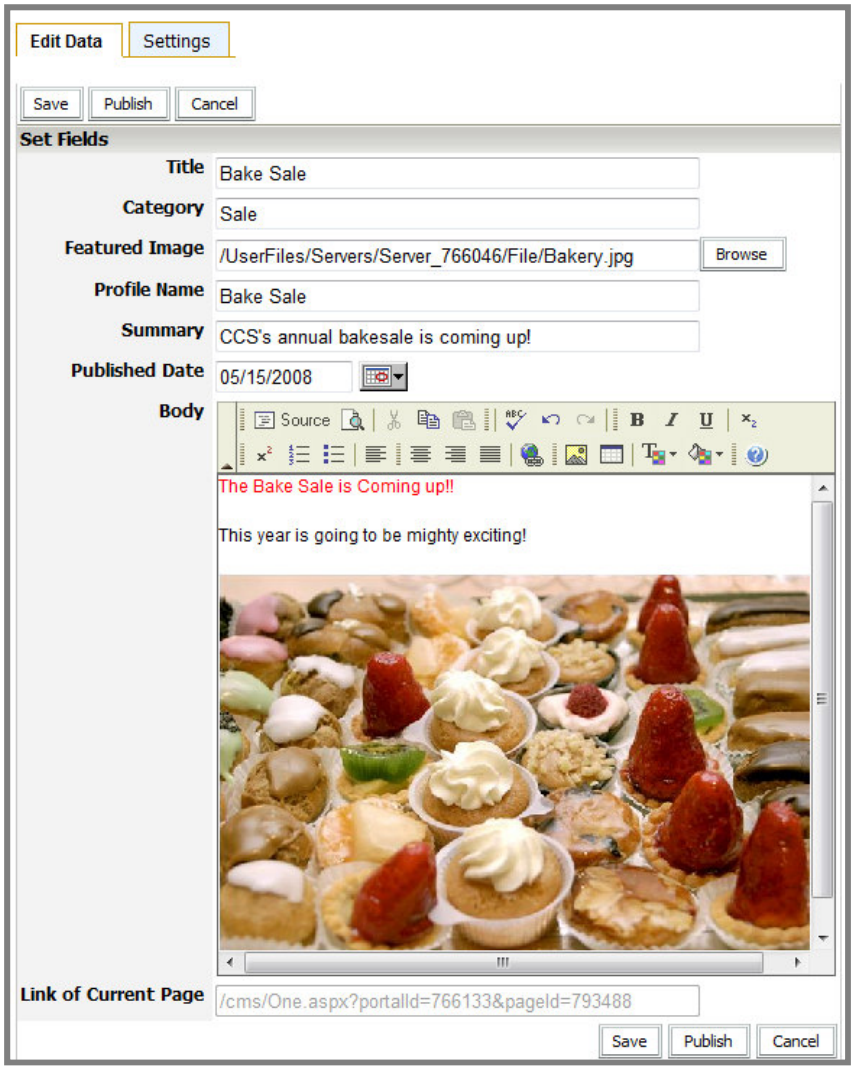


Figure 29: News Engine - Publish an Announcement

7) After the news has been added, there are 3 options available:
   a. **Save:** selecting Save will save all your changes but will not publish them live on your site. You may return to this page at a later time to complete it.
   b. **Publish:** by selecting Publish, the changes are instantly made live.
   c. **Cancel:** Cancel will not save any changes.

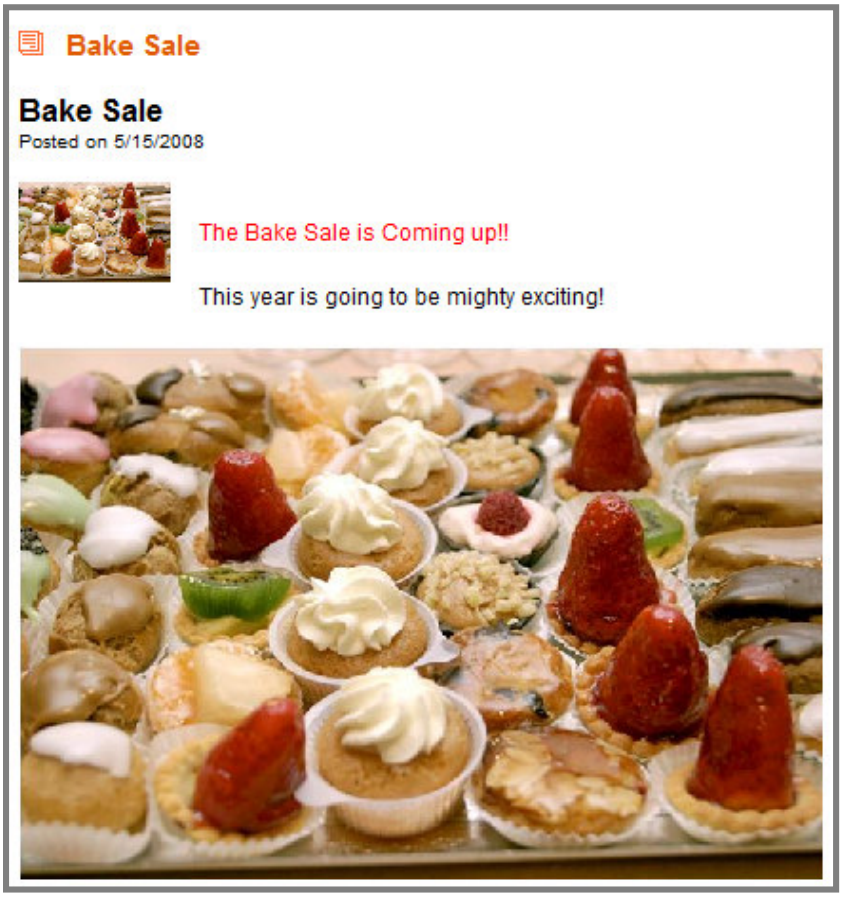


Figure 30: News Engine - Published Announcement

VII. Useful Links

SharpSchool's Useful Links features a Document Container that streamlines your resource sharing needs by allowing you to upload documents and other resources into useful folders for users to download from.

Tips: You can use the Document Container for things such as:

1) Storing homework assignments
2) Field trip forms
3) Curriculum

To access the **Document Container** assigned to your teacher page:

1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container.

1) Upload a Single File

1) To upload a file to your document container, click on the **Add New Item** drop-down menu and select **File**

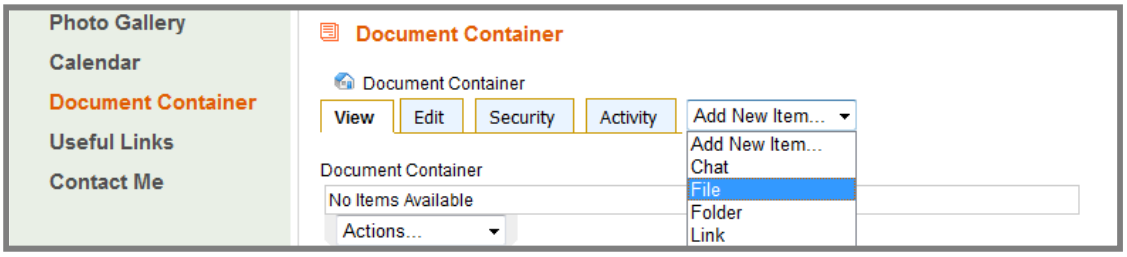


Figure 31: Document Container

2) The following window has multiple fields (refer to *Figure 36: Document Container - Add a File*), these are:
    a. **Name:** name the document, as this is what will be displayed in the Document Container.
    b. **Browse:** click on this button to select a file from your computer or server
    c. **Description:** a simplified WYSIWYG Editor has been included for you to add a description of the document.
    d. Once all the information has been added, click on Add File to publish the file in the **Document Container.**

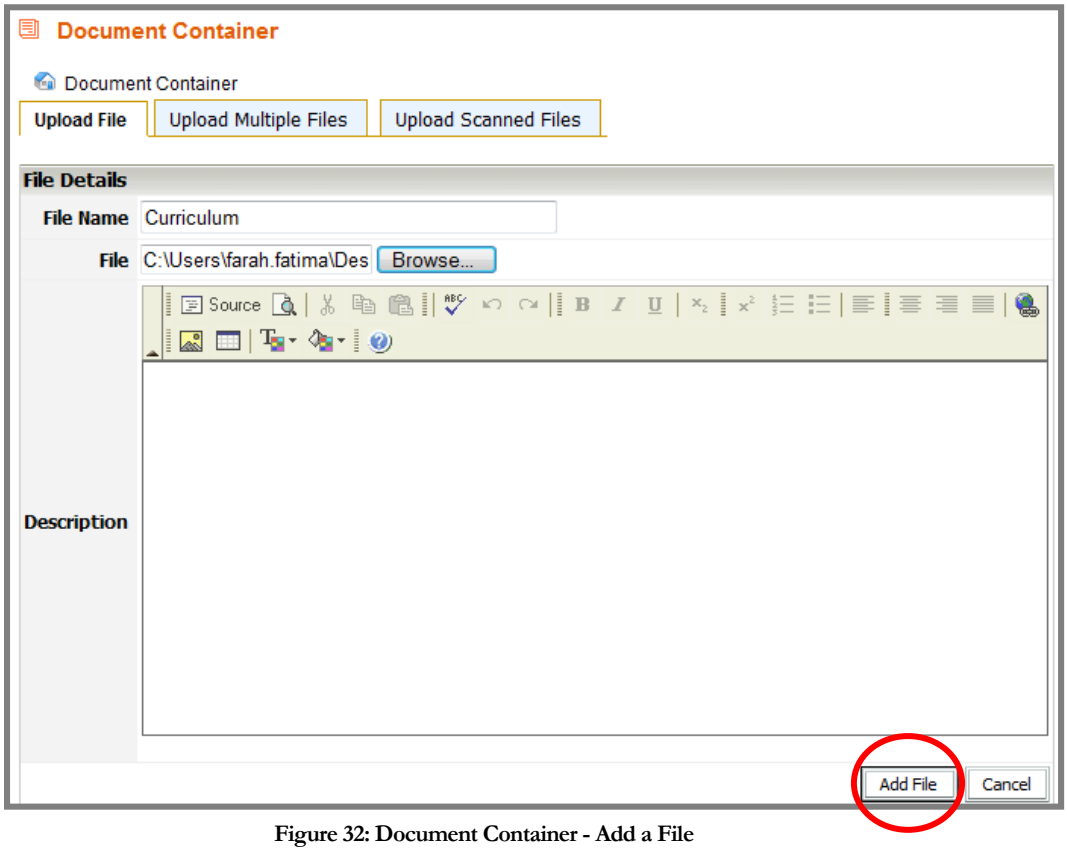


Figure 32: Document Container - Add a File

3) The result is an administrative view of your **Document Container**. Your file is now uploaded and ready to use.

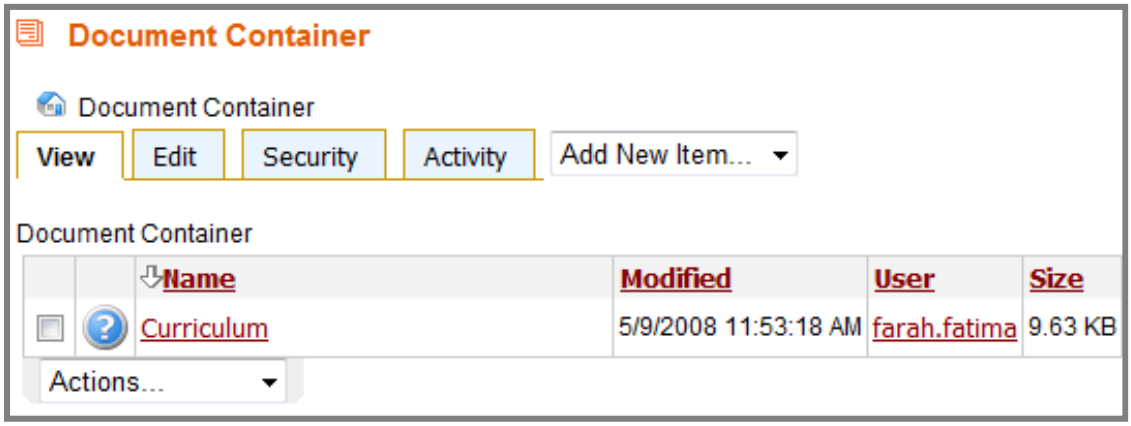


Figure 33: Document Container - Published File

2) Upload Multiple Files

To save time, you can upload several files at once through SharpSchool's **Upload Multiple Files** feature. To use this feature:

1) Click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container. To upload a file to your document container, click on the **Add New Item** drop-down menu and select **File**

2) Click on the **Upload Multiple Files** tab at the top of the Document Container. This will take you to the file upload editor.

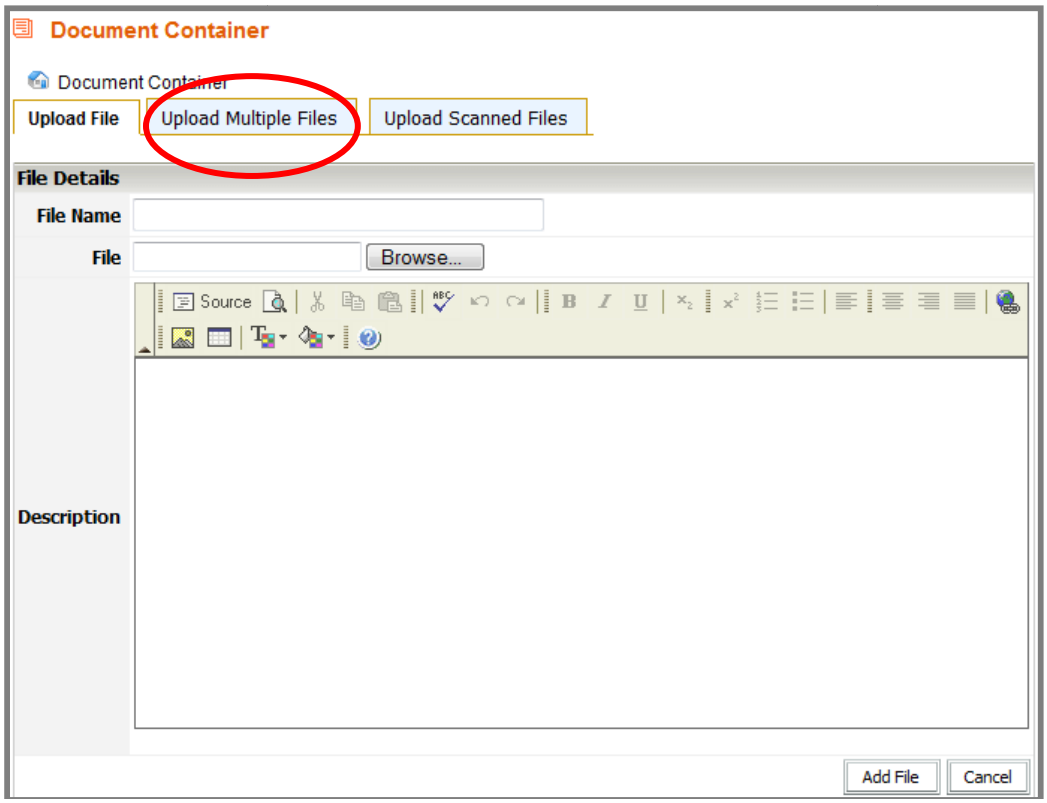


Figure 34: Document Container - Multiple File Upload

Note: This feature only works in Internet Explorer (IE) You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the

prompt that directs you to install the XUpload Upload Control, then click Run when the install window pops up. If this control is already installed you will not see this prompt.

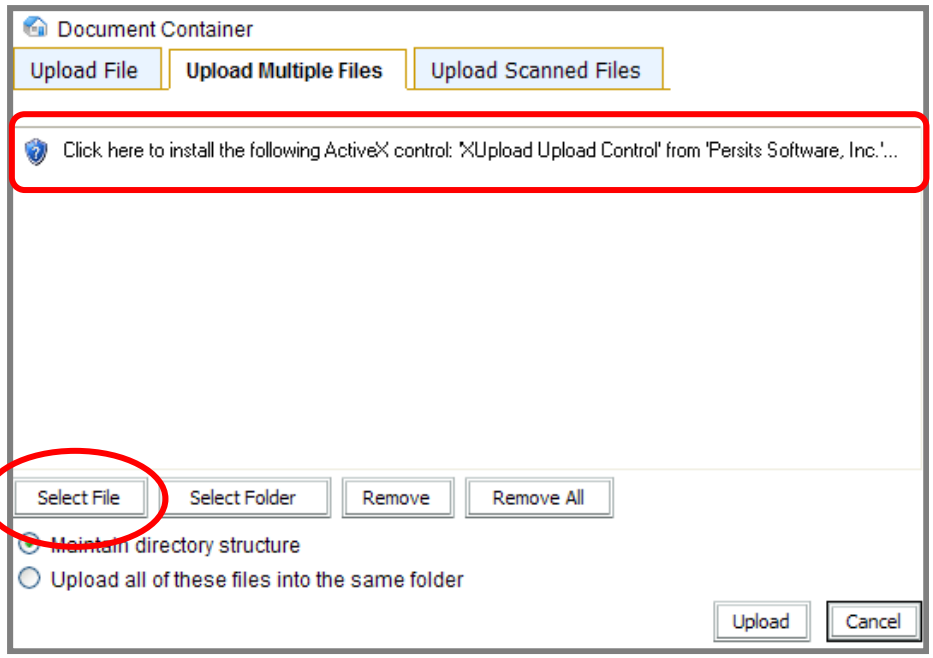


Figure 35: Document Container - Select Multiple Files

3) Within the Choose File window, locate the file you wish to upload. Once you have selected your file, click **Open**
4) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then click **Scan**.
5) Before uploading, if you decide you don't want to add one of the files listed in the window, click on that file and click on **Remove**.

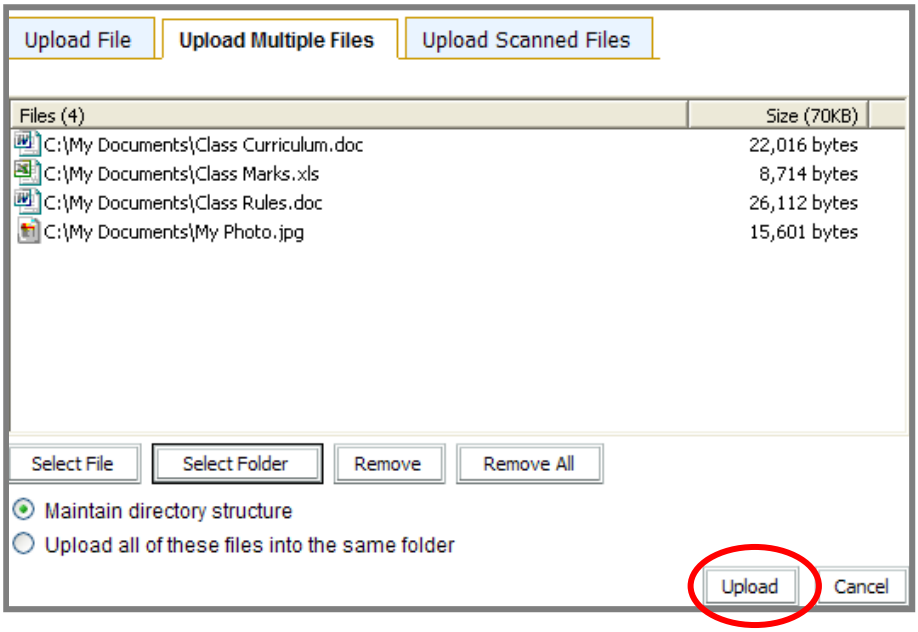


Figure 36: Document Container - Publish Multiple Files

6) When you have decided on which files you would like uploaded to your Document Container, click **Upload.** This will upload all of your selected files.

3) Creating Folders for your files

You may wish to create personalized folders to organize your files. Doing so can clean up a cluttered workspace and provide easy navigation for users browsing your site.

To create Folders for your files and links:

1) Click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** drop-down menu and select **Folder**
   a) Give your folder a name. This name will be displayed within your Document Container.
   b) You may provide a description to let others know of the contents of the folder
   c) You may select an icon so that you can identify your folder by sight. To do so, click on the **Select Icon** link. This will open a window with a variety of icons for you to choose from. Click on the desired icon.
   d) Once you have added your description and selected your icon, click the **Create Folder** button.

You have now created a folder for storing your resources.

4) Creating links to resources on the internet

If you have found online web-pages you would like to share with others, you can do so by creating links within your Document Container. It is a great way to easily share online content on your website.

To create Links to other web pages:

1) Click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** drop-down menu and select **Link**
   a) Give your link a name. This name will be displayed within your Document Container.
   b) Type in the full web address of the site you wish to link to within the **Web Address (URL)** field.
   c) You may provide a description to let others know of the contents of the linked site
   d) Once you have added your description and provided the correct web address, click the **Add Link** button.
   You have now created a link on your page directing to your desired website.

5) Modifying the Contents of the Document Container

If you wish to make changes to the contents or location of your files and folders and follow the proceeding steps:

a) How to edit a file

1) You may wish to change the name or the description of your file. To do so, click on the Document Container link available on the left navigation bar of your teacher page. This will lead you to your document container. Click on the file you wish to edit.

Note: If your file is stored in a folder, you will first have to navigate to where your file is stored by clicking on the folder(s)

2) Click on the **Edit File** tab along the top of your Document Container. From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.

b) How to edit a folder

1) To change the name, description or icon of your folder, first click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container.
2) Click on the Folder you wish to edit.
3) Click on the **Edit** tab along the top of your Document Container. From here you can make changes to the name, description and icon of your folder.
4) When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your Folder.

c) How to move a file or folder

1) If you wish to move your files, folders and links to another location within your Document Container, first click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to move

Tip: You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.

2) Click on the **Actions** drop-down menu at the bottom of your document container. From here select **Move Selected**.

3) On this page click on the **Browse** link next to the Select Destination field to select a new location within your document container for your items. A new window will pop up.

4) Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.
5) Click on the **Move to Here** button to move your selected items.

Warning: If you move a folder to a new location, all the items within that folder will be moved as well

d) How to delete a file or folder

1) If you wish to delete your files, folders or links, first click on the Document Container link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to delete

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove

2) Click on the **Actions** drop-down menu at the bottom of your document container. From here select **Delete Selected**.
3) You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.

Warning: If you delete a Folder, all items within that Folder will also be deleted

VIII. How to add more pages

Although SharpSchool provides teachers with a standard packaged set of pages, you have the ability to add more pages as needed.

1) To add additional pages to your teacher page, simply return to the gray toolbar on top of the page – hover your mouse over **Page Properties**, scroll down to **Add New Page**, and click on **Content Space Page**.

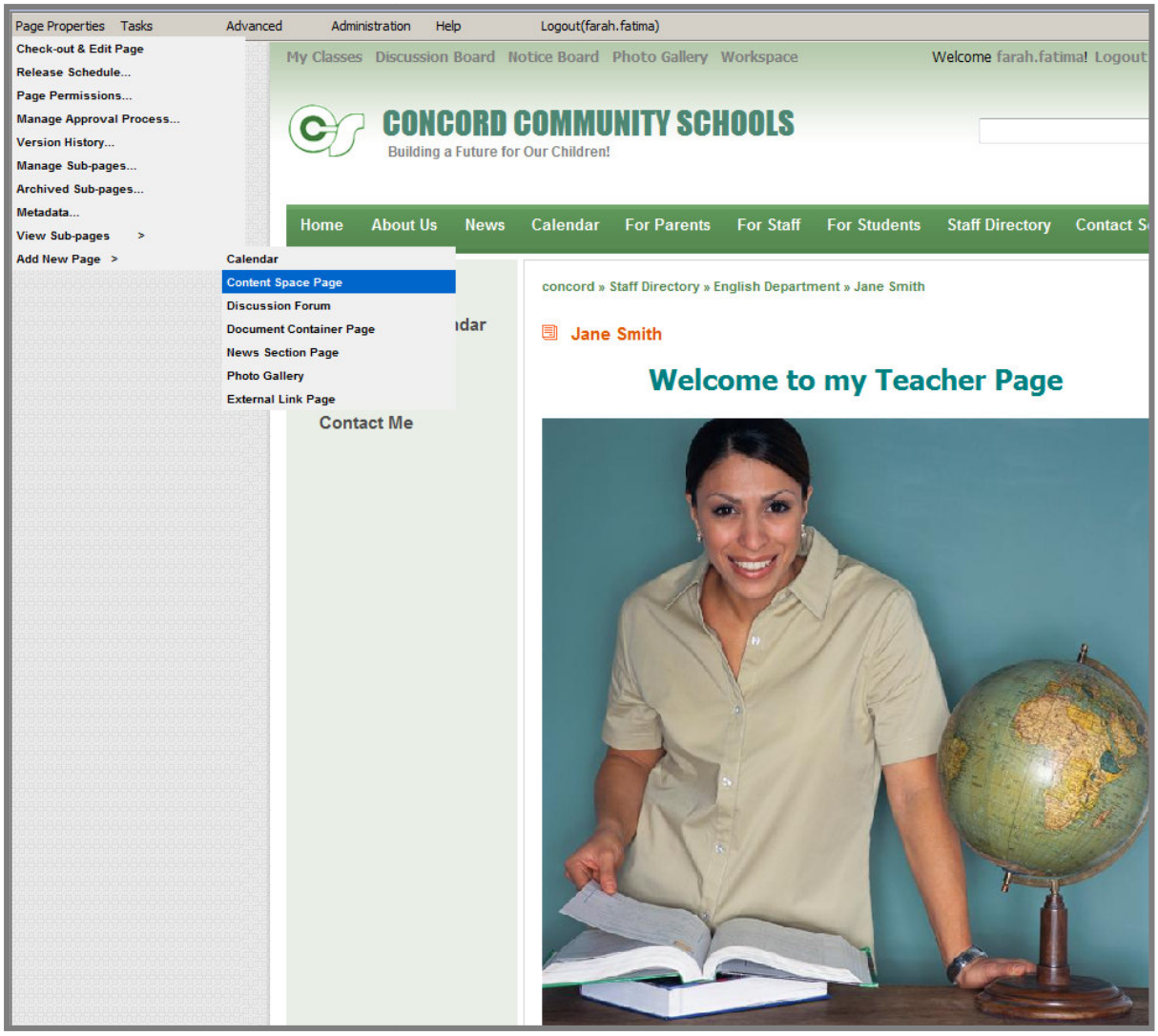


Figure 37: Add a New Page

Remember to return to your teacher home page if you wish to add subpages. If you wish to have a subpage within a subpage then go to the main subpage you wish to add it under.

2) After clicking on **Content Space Page** you will be prompted to name your new page

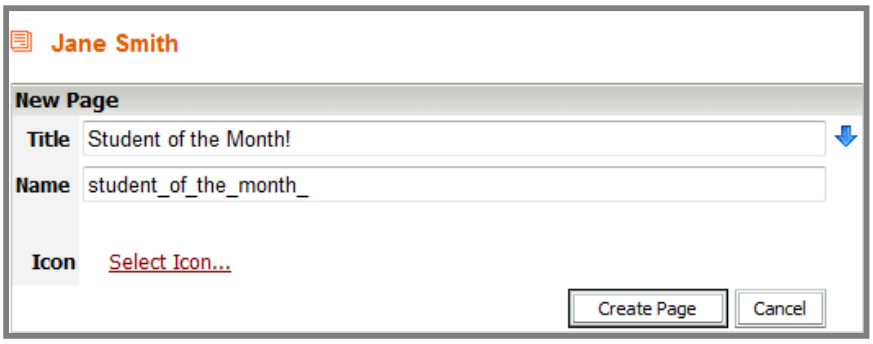


Figure 38: Name a New Page

3) Click on **Create Page** and this will lead you to SharpSchool's WYSIWYG editor. Add information and click on **Publish.**

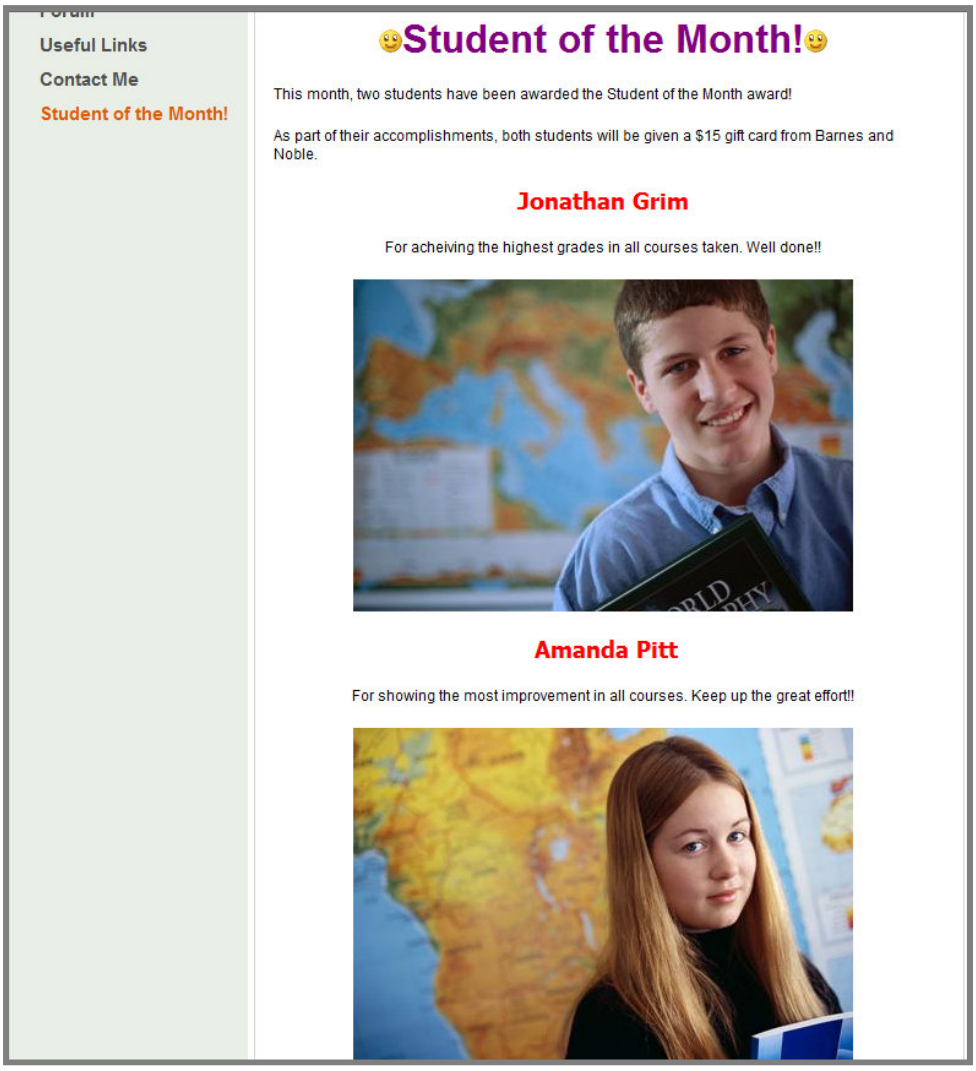

Useful Links
Contact Me
Student of the Month!
Student of the Month!
This month, two students have been awarded the Student of the Month award!
As part of their accomplishments, both students will be given a $15 gift card from Barnes and Noble.
Jonathan Grim
For acheiving the highest grades in all courses taken. Well done!!
Amanda Pitt
For showing the most improvement in all courses. Keep up the great effort!!

Figure 39: Published New Page

IX. How to Manage sub pages

With SharpSchool's system there is no restriction on the order of the pages. To change the order of pages, to hide, show, or archive a page, hover your mouse over **Page Properties**, scroll down and click on **Manage Sub-Pages**. This will open a pop-up window with all the subpages under the parent page.

Reminder: the gray tool bar is specific to the page you are viewing. If you select **Manage Sub-Pages** from the home page, then you will only see the sub-pages directly under the homepage.

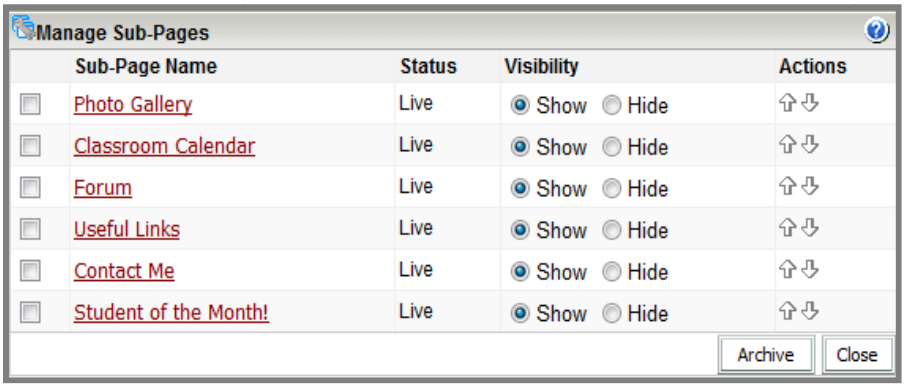


Figure 40: Manage subpages

1) How to Hide or Show a Page

To Show or Hide a page refer to the column **Visibility** and click on the corresponding button and click **Close**. The hidden page still remains accessible to the page owner (you), but is hidden from the public site.

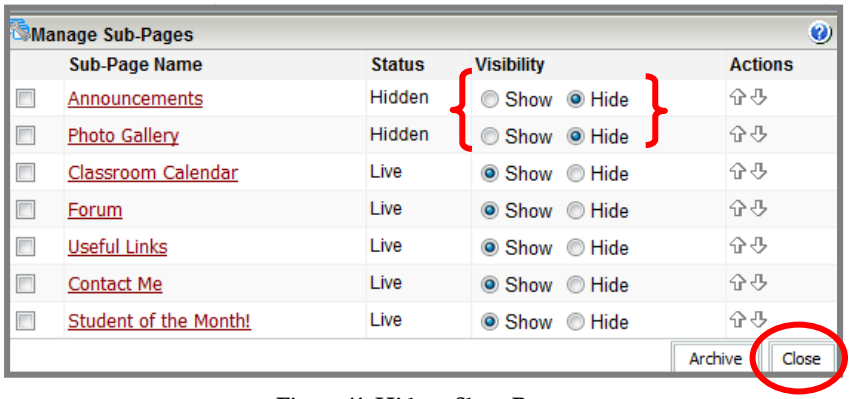


Figure 41: Hide or Show Pages

2) How to Order a Page

Users have the ability to rearrange the order of subpages as they appear on the navigation bar. To move pages, simply use the arrow keys ⇧⇩ corresponding to a title under the **Actions** column. Click on **Close** to save your changes.

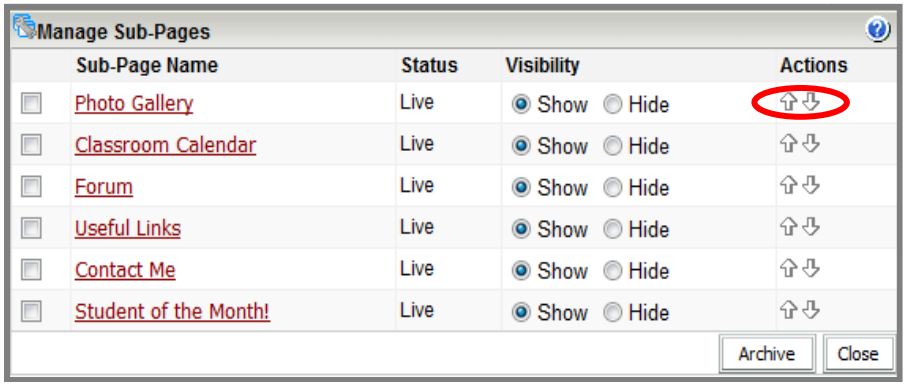


Figure 42: Order Subpages

3) How to Archive a Page

In order to archive a sub-page, select the checkbox next to the page title name and click **Archive**.

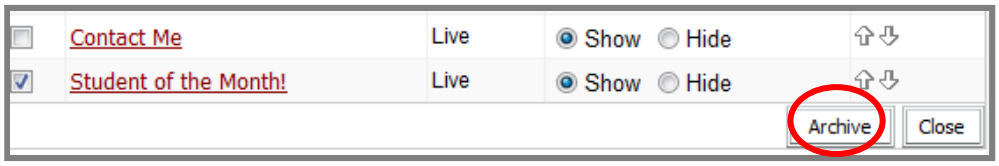


Figure 43: Archive a Subpage

4) How to retrieve archived pages

To retrieve archived pages hover your mouse over **Page Properties** and click on **Archived Subpages**. Here select the checkbox corresponding to the page you wish to retrieve and click on **Un-Archive.**

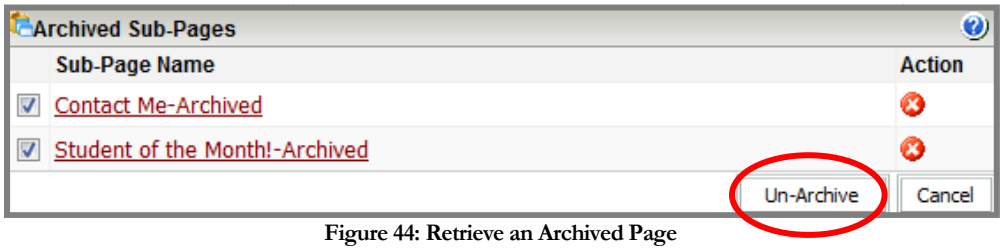


Figure 44: Retrieve an Archived Page

5) Delete a Sub-page

To delete a page hover your mouse over **Page Properties**, scroll down and click on **Archived Subpages**. Here click on ⊗ button next to the sub-page you wish to delete.

Remember: pages must be archived before they can be deleted from the site.